

Plan Revision Workflows

GDOT STANDARD FILE FORMAT

The standard electronic file format for the Department is as follows:

- PDF (.PDF)
- 200 dpi resolution (min.)
- Rotated correctly (rotated such that the bottom of the sheet image is parallel to the bottom of the screen when viewed)
- Single page PDF files (a single page PDF for each sheet - No multi-page PDF files)

STANDARD FILENAME STRUCTURE

All electronic plan filenames shall comply with one of the two following naming conventions based on the stage of the plans.

- 1) **Non-Drawing Number Format:** File-names shall begin with the PI Number, followed an underscore and numbered consecutively in increments of 0001. For example, if the PI Number is 123456, the cover sheet will be named 123456_0001.pdf, with the next sheets being named 123456_0002.pdf, 123456_0003.pdf, etc.
- 2) **Drawing Number Format:** File-names shall begin with the PI Number, followed an underscore and then the drawing number, following the format of PI#_Section#-xxxxiii. For example, if the PI Number is 123456, the plan sheets will be named 123456_13-0001, 123456_13-0002, etc.

For submission of Use on Construction Revisions, the revisions shall be submitted in the same format of the plans. If the project was converted or submitted for Letting in non-Drawing Number format, then the revisions shall be submitted in non-Drawing Number format. If the project was converted or submitted for Letting in Drawing Number format, the revisions shall be submitted in Drawing Number format. Projects will not contain a mixed format of Drawing Numbers and non-Drawing Numbers. The format must be consistent throughout the plans.

[Use on Construction Revisions](#)

[Revisions Prior to Advertisement](#)

[Revisions by Amendment](#)

Use on Construction Revisions

NOTES:

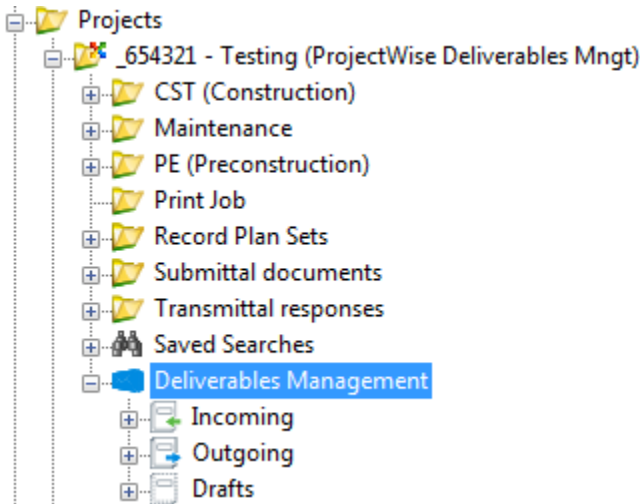
- These plans **MUST** include the appending of “_FINAL_date” to the filename. The “date” shall be the **Plans Completed Date** on the cover sheet. No plans will be accepted that do not correspond to this naming convention.
- Revisions to the plans will not change the “date” used in the file-name of the revised plans since the Plans Completed Date never changes.
- All **Use on Construction Bridge Plans** (by amendment, due to error, due to field issue, etc.) will follow the same workflow below. Bridge Design staff will submit the revised sheets, along with Interoffice Correspondence, to the PM/DPL for processing.
- All **Bridge As-Built Foundation Information sheets** shall be process the same as the workflow below with the following exceptions:
 - Prior to submittal to the EDM staff, Bridge Staff shall issue an Interoffice Correspondence to Geotechnical and/or Hydraulics attaching the revised sheets including foundation data.
 - There will be no Cover Sheet submitted or to process.
 - The Bridge Staff will complete steps 1-5 below instead of the PM/DPL.

PM/DPL	<ol style="list-style-type: none"> 1. (Optional for In-House Projects Only) Version the files to be revised using the revision date as the new version number. <ol style="list-style-type: none"> a. Right-click on the DGN file b. Select <i>New=>Version</i> c. Enter date of revision as new version name (ie: 093014) d. Click on OK 2. Create a sub-folder by the date of the revision (ie: 082014) under the <i>PI\CST\Construction Plans\UOC Revisions</i> folder. 3. Place (select No Wizard) all revised PDF sheet files, Cover sheet file (new revision date), and cover/interoffice correspondence letter in the <i>Date</i> revision sub-folder, remembering to scan the letter as the first document. 4. Stamp the new PDF file(s) (excluding cover sheet) in the <i>PI\CST\Construction Plans\UOC Revisions\Date</i> sub-folder as “<i>Use on Construction</i>” (excluding the cover sheet) by either: <ol style="list-style-type: none"> a. Using the UOC Cell in the DGN file (UOC Cell located in the <i>General Notes</i> library) b. Using Bluebeam Revu (<u>Batch Stamping in Bluebeam Revu</u>) 5. Send an email to the EDM Inbox (<u>EDMDocs@dot.ga.gov</u>) to notify of the revisions.
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6. Send out a package of the revisions to contractor using ProjectWise Deliverables Management (PWDM)


NOTE: For internal GDOT staff, an email will continue to be sent with a link to the revisions and hard copies as necessary per the [GDOT Standard Distribution List](#).

- a. Right-click on the blue **Deliverables Management** folder and select **New Transmittal**.



- b. On the **General** tab, enter the following:
 1. **Subject** – Use on Construction Plans
 2. **Purpose** – For Information
- c. On the **Recipients** tab, select the Contactor staff to send to.
 1. Select **Add recipients**.
 2. Select **Show External**.
 3. Click on recipient, click **Select**, click **Ok**.
- d. On the **Documents** tab,
 1. Select **Add** and browse to the *PI\CST\Construction Plans\UOC Revisions\Date* sub-folder you just created and select all the files you just loaded into the folder for this revision
 2. Click **Open** (files will be loaded individually)
- e. On the **Scheduling** tab,
 1. **Select an Acknowledge Due Date** – Date you want the package acknowledged by recipient
- f. Select **Issue** from the bottom of the dialogue box and **Confirm** when prompted to send your transmittal.

EDM STAFF	<ol style="list-style-type: none"> Complete the document properties for the revision plans in the <i>Date</i> revision sub-folder. <ol style="list-style-type: none"> Select all the files in the folder (excluding the cover sheet). Right-click and select Assign Document Type Select the following: <ul style="list-style-type: none"> Document Group: <i>Preliminary Engineering</i> Document Category: <i>Design Plans</i> Document Type: <i>Construction Revision Plans</i> Click on OK <p>NOTE: Repeat the same process in step #1 for the cover sheet except set the Document Type to <i>Construction Plans</i> instead of <i>Construction Revision Plans</i>.</p>
EDM STAFF	<ol style="list-style-type: none"> Set the Sheet Types for the revision plans in the <i>Date</i> folder. <ol style="list-style-type: none"> Open all the revision files using <i>Bluebeam</i> on one screen. You can use <i>Bluebeam</i> to easily scroll through all sheets one at a time to determine the sheet type. On the other screen, select the first revision file in ProjectWise. Hit the space bar to open the document interface. Select the Attributes tab. Under the Document Properties portion of the interface, click on the Sheet Type drop-down and select the appropriate sheet type. Click on Save. Select the next file in <i>Bluebeam</i> to determine the sheet type. Click on the Next arrow (>) at the bottom of the document interface in ProjectWise to go to the next sheet. Continue steps f-i until all sheet types have been defined.
EDM STAFF	<ol style="list-style-type: none"> Stamp the existing Construction plans in the <i>PI\CST\Roadway\Current Plans</i> folder that were revised as "VOID" (excluding the cover sheet). Refer to the document for <u>Batch Stamping in Bluebeam Revu</u> Copy the revised sheet PDF files and Cover sheet PDF file (including new revision date) from the <i>PI\CST\Construction Plans\UOC Revisions\Date</i> sub-folder to the <i>PI\CST\Roadway\Current Plans</i> folder, creating a new version (same as name of <i>Date</i> folder) for any file that previously exists and selecting No Wizard if prompted.

5. Create a document set of the files to designate these as the most current plan set (only the files with the pencil  symbol beside them).
 - a. Click on the *PI\CST\Construction Plans\Current Plans* folder
 - b. Select **Document=>Set=>New**
 - c. Enter **Name** of *Current Construction Plans* and click on **OK**
 - d. With the *PI\CST\Construction Plans\Current Plans* folder selected, navigate to the *PI\Saved Searches\Global* folder
 - e. Click on the **Current Construction Plans** search
 - f. Select all the resulting files in the *PI\CST\Construction Plans\Current Plans* folder and drag them into the newly created document set.
 - g. Select **Lock to Version** for all files
 - h. Close the document set
6. Reset the Document Type for the revisions in the *DATE* revision folder.
 - a. Select all the files in the folder.
 - b. Right-click and select **Assign Document Type**.
Document Group: *Preliminary Engineering*
Document Category: *Design Plans*
Document Type: *Working Plans*
Click on **OK**

Revisions Prior to Advertisement

NOTES:

- These plans **MUST** include the appending of “_FINAL_date” to the filename. The “date” shall be the **Plans Completed Date** on the cover sheet. No plans will be accepted that do not correspond to this naming convention.
- Revisions to the plans will not change the “date” used in the file-name of the revised plans since the **Plans Completed Date** never changes.

PM/DPL	<ol style="list-style-type: none"> 1. (OPTIONAL – If historical records of revisions are desired) version all DGN files in ProjectWise before doing any revisions. (In-House Projects Only) <ol style="list-style-type: none"> a. Right-clicks on DGN file b. Selects New=>Version c. Enters date of enhancement as version name (ie: 081314) d. Clicks on OK 2. Create a sub-folder by the date of the revision (ie: 082014) under the <i>PI\CST\Construction Plans\Revisions before Advertisement</i> folder 3. Place the resulting electronic sheet images (PDF) of the revised plan sheets in the date folder just created under the <i>PI\CST\Construction Plans\Revisions before Advertisement</i> folder (select No Wizard).
PM/DPL	<ol style="list-style-type: none"> 4. Send an email to CBA (PSESubmission@dot.ga.gov) at the same time to notify them of the availability of the revision, including a link to the revisions. <ul style="list-style-type: none"> • Select all the files • Right click on the files • Select Send To=>Mail Recipient As Link... • An email message will be created and opened containing the link. 5. Send an email to the remainder of the Final Plans distribution list with the revision letter attached and a link to the location of the revised sheets in ProjectWise (<i>PI\CST\Construction Plans\Revisions before Advertisement\Date folder</i>), notifying them of the revision.

Revisions by Amendment

NOTES:

- These plans **MUST** include the appending of “*FINAL_date*” to the filename. The “*date*” shall be the **Plans Completed Date** on the cover sheet. No plans will be accepted that do not correspond to this naming convention.
- Revisions to the plans will not change the “*date*” used in the file-name of the revised plans since the **Plans Completed Date** never changes.

PM/DPL	<ol style="list-style-type: none"> 1. (OPTIONAL) version all DGN files in ProjectWise before doing any revisions. (In-House Projects Only) <ol style="list-style-type: none"> a. Right-clicks on DGN file b. Selects New=>Version c. Enters date of enhancement as version name (ie: 081314) d. Clicks on OK 2. Create a sub-folder by the date of the revision (ie: 082014) under the <i>PI\CST\Construction Plans\Amendments</i> folder 3. Place (select No Wizard) the resulting electronic sheet images (PDF) of the revised plan sheets in the date folder just created under the <i>PI\CST\Construction Plans\Amendments</i> folder 4. Stamp the new PDF files (excluding cover sheet) in the <i>PI\CST\Construction Plans\Amendments</i> sub-folder as “<i>Amendment</i>” (excluding the cover sheet) by using Bluebeam Revu (Batch Stamping in Bluebeam Revu) 5. Send an email (with a link to the plans) to CBA (CBAAmendments@dot.ga.gov) to notify them of the availability of the revision, attaching the Amendment Request letter as an attachment <ul style="list-style-type: none"> • Select all the files • Right click on the files. • Select Send To=>Mail Recipient As Link... • An email message will be created and opened containing the link.
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NOTE: Once an amendment has a status of “*Issued*”, no changes can be made in ProjectWise. If any changes need to be made to an amendment with a status of “*Issued*”, a new amendment will need to be submitted to incorporate any changes necessary.

CBA	<ol style="list-style-type: none"> 6. Upon issuance/acceptance by CBA, the CBA staff will rename the date subfolder under the <i>PI\CST\Construction Plans\Amendments</i> folder in ProjectWise for the affected amendment(s) to include “<i>ISSUED</i>” or “<i>REJECTED</i>”. 7. CBA staff will also set Final Status on all files in the Amendment sub-folder such that no further change can be made in that folder (see following steps).
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- a. Select all the files in the Amendment date sub-folder.
- b. Right-click on one of the selected files.
- c. Select Change State=>Set Final Status
- d. Enter a comment if desired (optional) and click on OK.